



**The FAALC Contractor Depot Logistics
Support Web Interface
Guide**

October 2002

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****WARNING**WARNING**WARNING****
FAA ORDER 1370.79a

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Introduction

The purpose of this guide is to familiarize users with the basic features of the FAALC Contractor Depot Logistics Support (CDLS) website. Our website works with any version of web browser; however, we strongly recommend using the most recent version of Microsoft Internet Explorer. This CDLS website provides an interface to the Logistics and Inventory System (LIS) Online Requisitioning System and LIS Requisition Status. Both contractors and Inventory Managers can access the website to view and update pending CDLS orders.

What's New?

The FAALC Contractor Depot Logistics Support (CDLS) website has undergone many changes since its release in October 2000. In this latest version we are implementing more features to improve its functionality. These changes will be **bolded** in those areas where there has been a change from the previous versions.

Getting Started

To enter the site, logon on to: <http://mmac-aml.iccbi.gov/cdls> You must have a User ID and Password to access this site. The FAALC's Information Systems Group, AML-40, will issue passwords and User IDs to you upon request. A registration form is available on-line from the logon screen or a mail-in form included in this guide. Enter your User ID and Password on the screen below. You will be prompted to enter a new password when you first logon. You will also be required to change your password every 90 days. If you experience difficulties with using your password or it has expired, please contact your FAALC Inventory Manager.



CDLS Logon Screen

Pending Orders

After you have completed the logon procedures, you will be taken to the Pending Orders screen. This screen displays the orders that have been submitted for shipment and their status.

(Test) Lockheed Martin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Contractor Depot Logistics Support Shipping Information System**
Pending Orders - LGACE96 - 8/27/2002 10:39:12 AM CST

Search by:

☒ Pending ☐ Partial ☐ Complete ☐ All
☐ Tracking# ☐ Part# ☐ Shipped
☐ RMA# ☐ NSN ☐ Cancelled

Search Print Exit

Tracking Number	AppTo	NSN	Part Number	Qty Ordered	Qty Shipped	UI	Pri	Status
2001247F0000160760	DVRS	4140-01-459-7411		1	0	EA	1	Pending
2001283F0000160783	DVRS	5998-01-434-7552		1	0	EA	5	Pending
2002213N0000280109	DVRS	6130-01-459-7437		1	0	EA	5	Pending
2002213N0000280113	DVRS	6130-01-459-7437		1	0	EA	5	Pending
2002213N0000280114	DVRS	6130-01-459-7437		1	0	EA	5	Pending

Page: 1 of 1 Count: 5

Pending Orders Screen

The data portion of the screen displays all pending orders, the Tracking Number, App-to, NSN, Part Number, Qty ordered, Qty Shipped, Unit of Issue, Priority and Status. Only part number will be displayed if a NSN has not been assigned. **All App-to's will display if the vendor supports more than one system.** When the appropriate radio button is selected, this screen also will allow you to search the site for a particular order using certain criteria. The system will accept **'wildcard' searches** for any Tracking Number, **RMA**, **Part#**, and NSN, within the site regardless of their status. In our example the screen is set to display pending and **Initial issue** orders. To select an order for processing, click on the transaction tracking number to access the Detail Screen. **If there are more than 15 records you can navigate to the succeeding pages by clicking on Next, Previous, or Last buttons. You can also move back and forth between pages by clicking on Next or Previous or First.** The CDLS View Orders Screen times out after 15 minutes of inactivity and you will be required to logon to re-access this screen.

The three buttons on the right of the screen are: Search Print and Exit. The Exit button logs you off the site and you will have to log-on again. **The print button will allow the printing of all records on one page.**

Updating Shipping Information

Contractor Depot Logistics Support Shipping Information System			
Order Information:			
Tracking Number:	2001247F0000160760	Serial#:	GGGGG
Status:	Pending	Part#:	
NSN:	4140-01-459-7411	Qty Ordered:	1
Description:	FAN ASSY,	Unit of Issue:	EA
AppTo Code:	DVRS	Category:	4
Contract Number:	95C00005	Addr/SSC:	YFB2043YY
Process Date/Time:	10/10/2001		
Document Number:			
Contact:			
Phone:			
Shipping Information:			
Ship Date:		Ship Mode:	FEDEX
Nbr. of Pkgs:		Carrier Track#:	
Shipped Qty:		Weight(lbs):	
Entered By:	LGACE96	Serial#:	
		GBL#:	
		RMA#:	
View Orders		Cancel Order	Update Shipping Information
		Print	Exit

Detail Screen

The detail screen has two sections, which displays information about the order as well as a form to be completed by contractor. The top section has information regarding the order as it was submitted. This information provides the National Stock Number, description and address where the order is to be shipped. **For military shipments, the Document ID appears as it was submitted on the requisition.**

In the shipping information section, (click within the box to display the calendar and select the date the order shipped.), Tab to the next box, (use the drop-down box to select the correct carrier), the government bill of lading (GBL), if applicable, carrier tracking number, weight and Return Material Authorization (RMA) number. The print button will print the current screen. If you wish to return to the previous screen, click the view orders button. **Warning:** Returning to the previous screen will cause all data entered to be lost.

After completing the form, click the Update Shipping Information button to submit the information. The update process takes a few minutes; please wait to allow the update process to complete. Once the update completes, you will be returned automatically to the View Orders screen.

Cancel Order

The screenshot shows a web browser window titled "(Test) LOCKHEED MARTIN - Microsoft Internet Explorer". The page content is from the "Contractor Depot Logistics Support Shipping Information System". It displays the "Transaction Tracking Number: 2001283F0000160783". Below this, a blue box contains the instruction "Please select or enter the reason for cancellation". There are three radio button options: "Item is not supported by the CDLS vendor" (which is selected), "Requirement cancelled by user", and "Other". Below the "Other" option is a text input field. At the bottom of the blue box are three buttons: "Back", "Cancel Order", and "Exit".

Cancel Order Screen

Cancel Orders can only be done while in pending status. Clicking the Cancel button will the Cancel Order screen. This screen will allow you to select or enter the reason for the cancellation. If you have selected 'other' you will be required to enter a reason for cancellation manually. Once your selection is made, click on the Cancel Order button. The 'Back' button will take you to Order Detail screen. The Exit button logs you off the site and you will have to log-on again.

An appropriate entry will be made in LIS Requisition Status - Cancelled, requisition cannot be filled by CDLS Vendor.

Cancel Screen Comments

Search by:

☐ Pending ☐ Partial ☐ Complete ☐ All
☐ Tracking# ☐ Part# ☐ Shipped (* = Wild Card)
☐ RMA# ☐ NSN ☐ Cancelled

Search Print Exit

	Tracking Number	AppTo	NSN	Part Number	Qty Ordered	Qty Shipped	UI	Pri	Status
H	2002247N0000280532	DVRS	5998-01-434-7552		1	0	EA	5	Cancelled
H	2002247N0000280533	DVRS	5998-01-434-7552		1	0	EA	5	Cancelled
H	2002247N0000280535	DVRS	5998-01-434-7552		1	0	EA	5	Cancelled
H	2002247N0000362546	DVRS	5998-01-434-7552		1	0	EA	5	Cancelled
H	2002247N0000362562	DVRS	5998-01-434-7552		1	0	EA	5	Cancelled
H	2002213N0000280118	DVRS	6130-01-459-7437		1	0	EA	5	Cancelled

Page: 1 of 1 Count: 6

Search by: showing Cancelled Requisitions

File Edit View Favorites Tools Help



Contractor Depot Logistics Support Shipping Information System
Northrop Grumman Litton

Order Information:

Tracking Number:	2002247N0000280532	Serial#:	511111
Status:	Cancelled	Part#:	
NSN:	5998-01-434-7552	Qty Ordered:	1
Description:	CCA	Unit of Issue:	EA
AppTo Code:	DVRS	Category:	6
Contract Number:	95C00005	Addr/SSC:	469921800
Process Date/Time:	09/09/2002 16:37:46	Qty Shipped:	0
Document Number:		Total Pkgs:	0
Contact:		Total Weight:	0
Phone:		Priority:	5
Cancel Comments:	Item is not supported by the CDLS vendor		

MAIL ADDRESS
MT KAALA ENV OPERATIONS (81BE)
PO BOX 683
WAIALUA HI 08405-0683

View Orders Print Exit

Cancel Comment Screen

Search selection criteria allow finding all cancelled requisitions. An appropriate entry will be made in LIS Requisition Status - Cancelled, requisition cannot be filled by CDLS Vendor. However, on the website you will be able to read the comments made, if any, at the time of cancellation on the Cancel Comment Screen.

Clearing Due In

(Test) LOCKHEED MARTIN - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Contractor Depot Logistics Support Shipping Information System

Order Information:

Tracking Number:	2001317N0000062762	Serial#:	A22222
Status:	Shipped	Part#:	
NSN:	5930-01-431-5641	Qty Ordered:	1
Description:	SWITCH,FOOT	Unit of Issue:	EA
AppTo Code:	DSR	Category:	6
Contract Number:		Addr/SSC:	A69739244
Process Date/Time:	11/13/2001 11:24:38		697392 FAA AERO CTR, AML-5020
Document Number:			ENROUTE SHOP A, TSF,BLDG 215,W/C530
Contact:	ROY KING		PO BOX 25082
Phone:	5099		OKLAHOMA CITY OK 73125-0082
Qty Shipped:	1	Total Pkgs:	1
Total Weight:	24	Priority:	2

Shipping Information:

Ship Date:	08/26/2002	Ship Mode:	FEDEX	GBL#:	
Nbr. of Pkgs:	1	Carrier Track#:	2340345TW		
Shipped Qty:	1	Weight(lbs):	24	RMA#:	
Entered By:	LGACE96	Serial#:	394050003		
Time Entered:	2002-08-26:14:22:51				

View Orders Clear DueIn Print Exit

Clear Due-in Screen

Tracking and clearing Due Ins can be accomplished by using the View Orders screen. Exchange & Repair (E&R) or Category 6 items will remain in shipped status but will have a "Clear Due In" button at the bottom of the screen. E&R Orders that are in Shipped status can be updated to Completed status. Completed status indicates that the facility has returned a repairable asset to the contractor. To change status from Shipped to Completed, click the Clear Due-in button. The FAALC is also notified through LIS Requisition status to reflect that the facility has returned the E&R asset.

Shipping information posted to this website also updates LIS Requisition Status to reflect that the facility has returned the E&R asset.

CDLS Web History

(Test) LOCKHEED MARTIN - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Contractor Depot Logistics Support Shipping Information System
 All Orders - LGACE96 - 8/27/2002 2:33:55 PM CST

Search by:

☐ Pending ☐ Partial ☐ Complete ☐ All
☐ Tracking# ☐ Part# ☒ Shipped
☐ RMA# ☐ NSN ☐ Cancelled

Search Print Exit

	Tracking Number	AppTo	NSN	Part Number	Qty Ordered	Qty Shipped	UI	Pri	Status
H	2001317F0000012370	DSR	5930-01-431-5641		1	0	EA	1	Cancel
H	2001317N0000062762	DSR	5930-01-431-5641		1	1	EA	2	Shipped
H	2001317N0000062765	DSR	5930-01-431-5641		1	1	EA	2	Shipped
	2001247F0000160760	DVRS	4140-01-459-7411		1	0	EA	1	Pending
	2001283F0000160783	DVRS	5998-01-434-7552		1	0	EA	5	Pending
H	2002213N0000280109	DVRS	6130-01-459-7437		1	1	EA	5	Shipped
	2002213N0000280113	DVRS	6130-01-459-7437		1	0	EA	5	Pending
	2002213N0000280114	DVRS	6130-01-459-7437		1	0	EA	5	Pending
H	2002213N0000280118	DVRS	6130-01-459-7437		1	0	EA	5	Cancel

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Shipped Screen with History bar

Shipping History Records are maintained in a database for CDLS transactions. Shipping history can be accessed in any status search other than "Pending." After a search is completed, the letter "H" on the left side of the screen denotes that history is available for that requisition. Clicking on the "H" will display complete history for a given NSN. The CDLS Reason Code denotes what action occurred. CDLS History remains in the CDLS database indefinitely.



Contractor Depot Logistics Support Shipping Information System
 History for Tracking Number: 2001317N0000062762

Entered:	2002-08-26:14:22:51	Entered By:	LGACE96	NSN:	5930-01-431-5641
Ship Date:	08/26/2002	Ship Mode:	FEDEX	Weight(lbs):	24
Total Shipped:	1	Carrier Track#:	2340345TW	RMA#:	
Nbr of Pkgs:	1	GBL#:			
Category:	6	Serial#:	394050003		
Reason:	E&R ITEM HAS BEEN SHIPPED BY CDLS VENDOR/CONTRACTOR				

View Orders Print Exit

Shipping History for CDLS Requisition

CDLS History Reason Codes

For cancelled shipments

Reason Code: 811

Website will show: Cancelled

LIS Requisition Status shows: Cancelled by CDLS vendor, contact IM.

CDLS Web History will show one of three options (see page 7): Item not supported by the CDLS vendor; Requirement cancelled by user or other – clear text entry.

For shipped material (Expendable and Initial Issue):

Website will show: Completed

CDLS History Reason Code: Requisition has been shipped from CDLS Vendor.

LIS Requisition Status shows: Requisition has been shipped from CDLS Vendor.

For clear due-in:

Website will show: Completed

CDLS History Reason Code: CDLS Vendor has received E&R due in.

LIS Requisition Status shows: CDLS Vendor has received E&R due in.

For Exchange and Repair:

Website will show: Shipped

CDLS History Reason Code: CDLS Vendor item has shipped E&R.

LIS Requisition History shows: CDLS Vendor item has shipped E&R.

For expendable partial shipments:

Website will show: Partial

CDLS History Reason Code: Partial quantity has been shipped from CDLS Vendor

LIS Requisition History shows: Partial quantity has been shipped from CDLS Vendor

System Requirements

Windows 95/98/NT/ME/2000 Operating System

Internet connection (LAN or Dial-up Connection)

Microsoft Internet Explorer 4.0 or greater

User ID and Password

Request for User ID and Password

New Users can request a User ID and Password by completing the form below on the Web at: <http://mmac-aml.iccbi.gov/cdls/Registration.htm> The first time you logon to the website, you will be asked to enter a new password of your choosing rather than the one that was assigned by the FAALC.

System Problems

Contact the FAALC Inventory Manager within the Product Division that manages your system.

Request Form for Contractor Depot Level Support (CDLS) Website Access

Please complete the following form. All fields are required. A company code has been assigned and provided to you by your FAALC point of contact (POC) for authentication of your request. User Ids and passwords will not be granted unless all information is completed and a valid company code is entered. User Ids and passwords will be sent via e-mail within 2 working days.

Name:	
E-mail:	
Tel:	
FAX:	
SSN: (Last Six Digits)	
Company:	
Company Code:	
Company Address:	
City:	
State:	
Zip Code:	
COR/COTR	
Area Code/Phone:	
Equipment Supported: (DSR, ASDE-3, etc.)	

Web Access Registration Form

****WARNING**WARNING**WARNING****
FAA ORDER 1370.79a

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